

SHASTA CHILDREN AND FAMILIES FIRST COMMISSION

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Adopted Minutes

January 29, 2003

Location: Shasta Children & Families First Commission Office
1518 Market St., Redding, CA

1. Call to Order.

Chair, Barbara Lapp, called the meeting to order at 3:00 p.m.

Introductions of those present were made and are as follows:

Commissioners: Judie Englesby-Smith
Barbara Lapp
David Kehoe
Maxine Wayda
Andrew Deckert, M.D.

Staff members: Muffy Berryhill, Executive Director
Marge Winters, Office Manager
Melissa Pereira (New School Readiness Coordinator)
Deborah Peel, Program Coordinator

Audience members included the following:

Susan Cragle, Duerr Evaluation Resources; Jolene Thomas, Local Child Care Planning Council; Megan Johnson, Shasta County Public Health; David and Cheri Longaker PITS Partners for Quality; Julie Hope, Shasta County; Betty Holloway, Modoc Child Care Council, Modoc First 5; Sarah Cook, Modoc CARES Project; Cindi Bither-Bradley, Shasta County Mental Health; Linda McBride, Michelle Larsen, Jan Kearns and Julie Marvin, Shasta County Office of Education, Early Childhood Services; Tom Kaut, Montessori School; Beth Miller and Linda Cole, Shasta Head Start; Richard Hardie, Acorn Community Enterprises; and Susan Thompson, Northern California Catholic Social Service.

2. Public Comment Period

Members of the public were invited to address the Commission. No comment was made.

3. Consent Agenda:

- a. Minutes from December 4, 2002 SCFFC meeting
- b. Minutes from January 17, 2003 SCFFC Closed Session meeting

Moved/Seconded: Smith/Wayda to approve the consent agenda as presented. Ayes: Lapp, Smith, Wayda and Kehoe. Nays: None Deckert abstained from the vote on the minutes from December 4, 2002 due to his absence at that meeting. **Motion Passed**

4. Consider and Discuss Recommendations from Local Child Care Planning Council for SCFFC Early Care and Education Initiative.

Muffy gave a brief overview of the Commission's commitment of \$1 million to an Early Care & Education Initiative and their request of the Local Child Care Planning Council (LPC) to provide recommendations for direction. Muffy expressed appreciation to the LPC and others who devoted much time and expertise to the development of these recommendations.

Jolene Thomas of the LPC presented (copy attached to minutes on file) the steps taken to identify early child care system needs and to formulate recommendations to the Commission. Jolene reviewed the guidelines set forth by the Commission, outlined committee membership and identified project models considered. Based on this work the committee recommends that the SCFFC:

- Create public/private partnerships to develop broad leadership for an early care system which includes business and supports families.
- Establish a centralized billing system to enable early care programs access to all means of revenue available, thus allowing service providers to maximize special education and health services to all children
- Develop a centralized, self-supporting, non-profit substitute network system
- Expand support and training for license exempt providers
- Coordinate a system of training, higher education and accreditation for early care and education providers

Three possible strategies for administrative structure were presented:

1. Piece out recommendations through the RFP process
2. Administration by an umbrella agency (new or existing)
3. Administration by a collaboration of existing/experienced agencies

The committee strongly recommends the third strategy and that SCFFC pursue the development of an early care and education collaborative to pursue the objectives identified.

Following Jolene's presentation, discussion was held and questions answered. An Ad Hoc Early Care Initiative Committee of the SCFFC Director and Commissioners Smith, Kehoe and Skillman was formed. This committee will examine the information and recommendations in greater detail and will return to the Commission with a discussion regarding the next steps. Jolene offered to present the information again for Commissioners who were not present at today's SCFFC meeting.

5. Appointment of Nominating Committee for 2003 SCFFC Officers

Commissioners Deckert, Kehoe, and Lapp were appointed to serve on the Nominating Committee with Commissioner Kehoe as Chair.

6. Appointment of Membership for Personnel and Budget Committees

Muffy discussed a future opening on the Commission and the process for filling that seat. It was decided that the Personnel Committee would include membership and that the Personnel/Membership Committee will investigate options for filling the open Commission seat.

Personnel/Membership Committee: Commissioners Wayda, Reed and Kehoe will serve.

Budget Committee: Commissioners Smith, Reed and Lapp will serve.

7. Consider Approval of First 5 Shasta/SCFFC Letterhead

Muffy explained that, in order to effectively use the First 5 Shasta name, the current Commission letterhead needs to be revised. Proposed changes to the letterhead were presented and included the following First 5 Shasta logo.



After discussion the following decisions were made:

- Keep First 5 Shasta, but drop image of hand
- Keep baby image used in current letterhead logo
- Use only 2 colors, our original black and gold
- Keep Commission name at bottom of sheet
- Place Commissioners' names in alphabetical order
- Add our office e-mail address

Moved/Seconded: Smith/Wayda to adopt new letterhead with the changes listed above.
Unanimously Approved

8. Review 2nd Quarter 2002-2003 Budget Report

The quarterly budget report was presented (attached to copy of minutes on file) and discussed. Commissioners commented that it would be helpful in the future reports to include 1) a column showing, by item, the percentage used-to-date, and 2) cash-on-hand. In response to an inquiry about encumbrances against the cash-on-hand, Muffy referred to the cash flow plan reviewed periodically by the Commission.

9. Consider Approval of SCFFC School Readiness Initiative Sub-Budget

The proposed sub-budget for School Readiness was presented (attached to the copy of minutes on file). Questions regarding the revenue for this initiative, tracking of implementation, and program expenditures were discussed.

Moved/Seconded: Kehoe/Wayda to approve the School Readiness Budget as presented.
Unanimously Approved

10. Discuss First 5 California Annual Conference, April 23-25, and Change April SCFFC Meeting Date

Muffy handed out invitation postcards from First 5 California inviting the Commissioners to attend the conference. Commissioners interested in attending will check their schedules and confirm with Muffy. Due to a conflict with the First 5 California's "FABULOUS FOURS – Integrating Systems of Care" conference, commissioners decided to change the April SCFFC meeting to April 30, 2003.

11. Receive Updates

a. The Special Opportunity Grant Program brochure and application packet were presented (attached to copy of minutes on file) to the Commission. In the *How to Apply* section of the brochure, it was suggested that:

- Step 1 be revised to read: "Discuss project ideas with First 5 Shasta's Executive Director to insure they are a good match for Special Opportunity Funding guidelines".
- Step 2 be revised to read: "...a written proposal must be submitted to First 5 Shasta for review team consideration"

b. Week of the Young Child update was presented by Debbie Peel. She reported on our partnership with approximately 20 people from various agencies and the many activities, conferences, projects, events and displays being planned for a week-long celebration scheduled for April 6-12 this year. It was reported that we have contracted with an event coordinator who is working with all the partners on the event planning and coordination.

c. Community Awareness Campaign update was given by Muffy. She informed the Commission that a mass mailing to marketing and advertising agencies had gone out and Letters of Intent are due by February 19th. Commissioner Deckert confirmed his interest in participating in this review/selection process.

12. Discuss Evaluation of Organizational Effectiveness

Muffy updated the Commission on progress with their request to develop a Commission self-assessment tool. She said that CCFC technical assistance consultant Mike Smith has identified two tools for consideration. Commissioners suggested that we postpone this discussion until Commissioner Reed is present. It was decided that the Commission is not ready to engage in this activity at this time, but that Muffy proceed with refining the simpler of the two recommended tools for future application.

13. Advisory Committee

Muffy reported that letters have been sent out recruiting new members to the Advisory Committee.

14. Director's Report

Muffy offered to postpone her report.

15. Commissioner Reports

There were no reports given by Commission members.

16. Closed Session: Performance Review and Contract Renewal for SCFFC Executive Director

At 5:05 p.m. it was announced that the regular SCFFC meeting was concluded and that the Commission would go into Closed Session to further discuss performance and the employment contract of the Executive Director.

6:15 p.m. Commission reconvened in open session and reported that no reportable action had been taken.

6:15 meeting adjourned

Respectfully submitted,

Marge Winters
Office Manager, SCFFC